

DEPARTMENT OF THE ARMY  
HEADQUARTERS, UNITED STATES ARMY MATERIEL COMMAND  
5001 EISENHOWER AVENUE, ALEXANDRIA, VA 22333-0001

AMC REGULATION  
No. 25-50

8 March 2003

Information Management

CENTRAL REPOSITORY FOR HEADQUARTERS U.S. ARMY MATERIEL  
COMMAND POLICY LETTERS

	Paragraph	Page
Purpose .....	1	1
Applicability/Scope .....	2	1
Policy .....	3	1
References .....	4	1

1. **Purpose.** This regulation prescribes policy for establishing a central repository for all command policy letters developed within Headquarters, U.S. Army Materiel Command (HQ AMC). The central repository will be developed and maintained by AMC CIO/G-6 and will contain all command policy letters signed by the Commanding General, the Deputy Commanding General, the Chief of Staff and the Command Sergeant Major.

2. **Applicability/Scope.** This policy is effective immediately and applies to HQ AMC.

3. **Policy.**

a. All HQ AMC G-Staff and Special Staff proponents responsible for developing command policy letters must submit an electronic copy of the policy letter to AMC CIO/G-6, AMCIO-B for posting to the central repository. Proponents must send these policy letters electronically to mailbox "HQAMC Command Policy Letters" within 5 days of receiving a Command Group signature. Proponents for command policy determine the currency of the policy and the appropriateness of the topic. Proponents must update all command policy letters that are valid with the current Command Group's signature block.

b. Proponents must staff all command policy letters to the CIO/G-6 to receive a policy number. Policy numbers are assigned before the policy is submitted to the Command Group for signature, before the policy is released to the command, and before the policy is posted to the central repository. Policy numbers are assigned by the year of the policy, the sequence number of the policy, and the proponent's office symbol, e.g., 03(year) - 01(policy sequence number) - EE(proponent).

4. **References.**

a. AR 25-1, Army Information Management, HQDA, 31 May 02.

b. AR 25-400-2, Information Management: Modern Army Recordkeeping System (MARKS), 1 October 2001.

AMC-R 25-50

- c. AMC Regulation 25-1, Information Management, Electronic Mail, 12 May 1998.
- d. DA PAM 25-40, Army Publishing: Action Officers Guide, Appendix H, 30 April 2002.

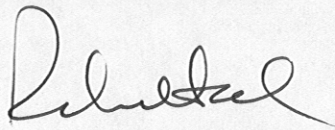
The proponent of this regulation is the United States Army Materiel Command. Users are invited to send comments and suggested improvements for this document on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, Headquarters, U.S. Army Materiel Command, ATTN: AMCIO-B, 5001 Eisenhower Avenue, Alexandria, VA 22333-0001.

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